

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Facility Manager – Junior High School

**Pay Table:** Support

**Pay Grade:** 11

**FLSA Status:** Non-Exempt

**Job Code:** 711

**Reports to:** Principal/Custodial Coordinator

### **JOB SUMMARY**

Under the direction of the Principal and Custodial Coordinator, the Junior High Facility Manager has responsibility for the cleaning and maintenance of the school building and grounds, supervises custodial employees, and schedules activities in the building.

### **ESSENTIAL JOB FUNCTIONS**

- Performs responsible duties scheduling and supervising the cleaning and maintenance of the building and ensuring that the work is done properly.
- Interviews and hires the custodial staff and oversees their payroll (Maintains and signs time card. Monitors and manages custodial budget, assuring that hours remain within allotted index).
- Assigns duties to custodial employees and supervises their work. Trains the custodial staff in cleaning and maintenance procedures and in the safe use of hazardous materials. Evaluates job performance; handles discipline and documentation for custodial employees. Makes recommendations on employee termination, pay increases, etc.
- Assists with cleaning and maintenance of building. Supervises and assists with emergency cleaning (blood, vomit, etc.).
- Receives, signs for, distributes or stores general school and custodial supplies and equipment. May assist with inventories of school educational supplies. Obtains signatures for equipment leaving building and provides information to secretary for inventory record adjustment.
- Schedules or assists with scheduling of school and community functions held in the building. Coordinates facility usage with teachers, community organizations and adult education programs. Maintains record of hours facility used by outside organizations. Also maintains record of custodial hours required, equipment used, etc. Provides information required for billing.
- Prepares and maintains athletic fields and gym floors (refinishes floors, paints lines). Installs and maintains athletic equipment.
- Provides training for teachers and other personnel on GHS and other risk management issues. Assures proper labeling and monitoring of cleaning and other

chemicals. Conducts risk management and other safety and health inspections. Prepares annual risk management report, monthly boiler reports, quarterly safety reports and yearly health report.

- Responsible for the security of the building (locks and unlocks the building, performs weekend and holiday building checks, maintains the fire and burglar alarms). Coordinates with security concerning building security. On call 24 hours per day.
- Inspects, maintains, and may make minor repairs on facilities and equipment. (i.e., heating and cooling equipment, custodial equipment, furniture). Initiates work requests to the maintenance department, coordinates with and assists the maintenance staff working in the building. Approves (signs for) maintenance work as completed. Maintains log of maintenance calls.
- Supervises and assists with grounds maintenance. Waters, mows and trims the lawns. Programs, services and repairs the sprinkling systems. Removes ice and snow.
- Responsible for building in case of natural disaster (i.e. inspects building, shuts off valves and water). Supervises building when used as an emergency shelter. Assists in conducting emergency and fire drills.
- Assists school personnel with work requests.
- May assist in monitoring students during class changes.
- Attends meetings with school personnel.
- Sits on various committees as needed.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- Completion of district custodial training program.
- Five (5) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- District custodial training certification.
- District chemical safety training, asbestos training, and GHS hazardous communications training required after hiring.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and write and perform basic mathematical functions.
- Thorough knowledge of cleaning and sanitation procedures.
- Basic knowledge of heating, cooling, plumbing, carpentry, electrical and sound systems.
- Training in GHS requirements.
- Knowledge of relevant health and safety regulations.
- Ability to manage inventory and property.
- Ability to make budget recommendations and manage department budget.
- Ability to use or repair small, medium and heavy equipment and machinery.

### **PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

## **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*